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MEMORANDUM FOR: []

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1. [] office acts as the central receiving point for all mail addressed to the CIA. All mail is delivered here initially with the exception of White House mail which is first delivered to the Ames Building, the nearest courier point to the White House.

2. Mail addressed to a given component or individual is sent there unopened. This is done after a check is made to see if the individual or component exists.

3. Approximately 70% of the mail is in fact opened so that a determination of where to send it can be made.

4. Mail is now sent to the following places:

- Offices or individual when so addressed
- Public Relations Office, 1F-08--for letters requesting information on the Agency
- Personnel--for people seeking jobs or keeping us informed of their whereabouts
- DCI/OS - [] -- all crank mail and other mail that they don't know where to send elsewhere
- OGC--all Congressional mail unless it has the Director's name on it
- DCI - Executive Registry--all mail with the Director's name on it. Then ER makes all decisions on disposition (this procedure adopted after a letter to Mr. Dulles was found in OCR more than a week later and then only because the party made a long-distance call from New York to ask for the reply).
- FBIS--for people asking for radio station, frequencies, etc.

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5. As you indicated, there is no time stamping indicating receipt, no logging, no suspending, no follow-up to ensure that any answer is given, and no real idea of the volume of private correspondence or where it goes. Mr. [] pointed out that they used to have some control, including time stamping, but that the Management Staff told them to discontinue it because it was unnecessary.

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6. I asked [] if it would be possible for him to keep records of private and White House mail for the next week and where it is sent so that we can have some idea of magnitude. They will keep records for next week.

7. My only other observations are that when they aren't certain, they send the mail to DCI/OS; when mail is returned by any office, they either send it to another office or throw it away; and when I looked at this morning's mail, other than the OGC mail which is heaviest, most letters went either to Personnel or [] office.

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